



**STATEMENT OF PROCEEDINGS  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY AUDIT COMMITTEE  
KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012**

**Thursday, June 18, 2015**

**10:30 AM**

AUDIO LINK FOR THE ENTIRE MEETING. (15-2978)

**Attachments:** [AUDIO](#)

Present: Lori Glasgow, Vice Chair James Blunt, Dorinne Jordan and  
Kieu-Anh King

Absent: Carl Gallucci

**I. ADMINISTRATIVE MATTERS**

1. Call to Order. (15-2649)

**The meeting was called to order by Lori Glasgow at 10:39 a.m.**

2. Approval of May 21, 2015 meeting minutes. (15-2648)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**II. BOARD POLICIES**

3. Recommendation to extend the sunset review date for Board Policy No. 3.030 - Inclusion of Translation Service Telephone Numbers in all Public Notices, to August 7, 2019. (15-2836)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

4. Recommendation to extend the sunset review date for Board Policy No. 3.080 - Department Head Notification to the Board Prior to Service Curtailments or Layoffs, to September 15, 2020 (6/1/15). (15-2866)

**On motion of Dorinne Jordan, seconded by James Blunt, this item was continued to the next meeting.**

Attachments:    [SUPPORTING DOCUMENT](#)

5. Recommendation to approve minor revisions to Board Policy No. 7.040 - Requirements for Departmental Legislative Analysis and extend the sunset review date August 21, 2020 (5/21/15). (15-2522)

**On motion of Dorinne Jordan, seconded by James Blunt, this item was continued to the next meeting.**

Attachments:    [SUPPORTING DOCUMENT](#)

6. Recommendation to approve minor revision to Board Policy 8.030 - Liability Cost Allocation Policy and extend the sunset review date to August 21, 2020 (5/6/15). (15-2533)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

7. Recommendation to approve minor revisions to Board Policy No. 9.150 - Hiring Retired County Employees to Permanent Positions and extend the sunset review date to August 25, 2019 (6/2/15). (15-2687)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

### **III. SUNSET REVIEW**

8. Recommend to the Board of Supervisors to approve proposed amendments to Chapter 2.82 of the Los Angeles County Code relating to the Los Angeles County Sybil Brand Commission for Institutional Inspections and extend the sunset review date six months to December 1, 2015 (Continued from meetings of 6/27/13, 7/17/13, 8/21/13, 10/16/13 and 4/16/14). (13-2958)

**Lori Glasgow reviewed the proposed ordinance amendments and noted that a couple of parts can be separated. Twila Kerr, Chief, Commission Services, confirmed that she and Heather Singh, Auditor-Controller (A-C), spoke to representatives from the Departments of Children and Family**

Services (DCFS) and Probation (PD) to determine if there are duplications in services. Ms. Kerr noted that there are duplications in inspections however, the Sybil Brand Commission (SBC) inspections are unannounced and look at well-being, exterior, interior, food, and living conditions of each youth while DCFS and PD audits are more extensive and stretch over a two week period. DCFS and PD both agreed it was good that SBC conducted inspections because it provides an opportunity to resolve unsatisfactory findings before finalizing their annual audit.

Ms. Kerr also added that SBC developed an inspection tool that identifies annual inspection dates and to be performed six to eight weeks prior to DCFS and PD annual inspections. If commissioners identify any unsatisfactory findings, they can report it to DCFS and Probation Department. Corrective Action Plans are reported back to SBC or they can look into it further at their scheduled annual inspection. Although there is duplication in services, DCFS, PD, and SBC feel that their collaboration ensures that the children's well-being is not being jeopardized.

In response to Lori Glasgow's questions, Ms. Singh confirmed that DCFS inspections are separate from PD because DCFS group homes do not have children from PD. The A-C looks at the fiscal side of the group homes and do not look at living conditions, food, interior, exterior, etc. Arlene Barrera, A-C, confirmed that A-C staff will report any issues to DCFS if needed; A-C staff does not have the manpower to conduct investigations to determine if youth are getting all their needs met. Ms. Barrera noted that there is an ombudsman that makes contact with the youth on a regular basis, letting the youth know to contact their office if there are any issues.

In response to Dorinne Jordan's questions, Ms. Kerr advised that the Probation Commission only inspects camps and juvenile halls; similar types of inspections are completed by SBC. Ms. Singh confirmed the inspection is done on an annual basis, but the Probation Commission was not very active at the time Ms. Kerr and Ms. Singh met with them. The Commission has a new President that is more active in conducting inspections. Ms. Jordan asked that the four entities coordinate with each other.

Ms. Glasgow requested the changes in Section 3 of the ordinance be bifurcated from the ordinance to be revised after a review by the Chief Executive Office.

On motion of Lori Glasgow, seconded by James Blunt, the Audit Committee approved the recommendation to submit to the Board of Supervisors the proposed ordinance as amended to exclude Section 3 and extend the sunset review date to December 1, 2015.

Attachments: [SUPPORTING DOCUMENT](#)

#### **IV. OLD BUSINESS**

9. Recommendation to review additional changes to Board Policy No. 3.045 - Energy and Environmental Policy and direct the Department to submit the policy to the Board of Supervisors for final approval (5/14/15)(Continued from the meeting of 5/21/15). (14-5040)

**Joe Sandoval, Internal Services Department (ISD), stated that they are okay with not returning to the Operations Cluster meeting and will move forward with submitting a Board Letter for approval.**

**On motion of James Blunt, seconded by Kieu-Anh King, and duly carried (Lori Glasgow abstained), the Audit Committee approved ISD to move forward with submitting a Board letter for final approval by the Board of Supervisors.**

Attachments: [SUPPORTING DOCUMENT](#)

10. Recommendation to extend the sunset review date of Board Policy No. 5.100 - Sole Source Contracts, to February 6, 2018 and submit to the Board of Supervisors for final action (4/9/15)(Continued from the meetings of 4/16/15 and 5/21/15). (15-1699)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

11. Public Safety Realignment Act (AB 109) Review - Lower Risk Departments - Fiscal Year 2013-14 (2/13/15)(Continued from the meeting of 3/19/15). (15-1070)

**Agenda Item Nos. 11 and 12 were discussed jointly.**

**Dorinne Jordan questioned if the AB 109 reports were discussed at the Public Safety Cluster meeting. Arlene Barrera, Auditor-Controller (A-C), will report back to Ms. Jordan via email on the status of the reports.**

Attachments: [SUPPORTING DOCUMENT](#)

12. Public Safety Realignment Act (AB109) Review - Sheriff's Department - Fiscal Year 2013-14 (2/19/15)(Continued from the meeting of 3/19/15). (15-1074)

**This item was discussed jointly with Agenda Item No. 11.**

**On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed and referred to the Public Safety Cluster Meeting.**

Attachments: [SUPPORTING DOCUMENT](#)

13. Report Back on the County's Sole Source Policy; and Report Back on an Information Technology Database (Item 17, Agenda of January 27, 2015)(3/26/15)(Continued from the meetings of 4/16/15 and 5/21/15). (15-1537)

**On motion of Dorinne Jordan, seconded by James Blunt, this item was continued to the next meeting.**

Attachments: [SUPPORTING DOCUMENT](#)

14. Department of Public Health - Information Technology and Security Policies Review (4/20/15)(Continued from the meeting of 5/21/15). (15-2019)

**On motion of Dorinne Jordan, seconded by James Blunt, this item was continued to the next meeting.**

Attachments: [SUPPORTING DOCUMENT](#)

15. Department of Mental Health Service Providers Fiscal Monitoring - Fiscal Years 2009-10 and 2011-12 (4/23/15)(Continued from the meeting of 5/21/15). (15-2020)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

16. Department of Public Social Services - Electronic Benefit Transfer Cards Review (4/30/15)(Continued from the meeting of 5/21/15). (15-2084)

**On motion of Dorinne Jordan, seconded by James Blunt, this item was continued to the next meeting.**

Attachments: [SUPPORTING DOCUMENT](#)

17. South Bay Family Health Care - A Department of Public Health Division of HIV and STD Programs Provider-Contract Compliance Review (4/30/15)(Continued from the meeting of 5/21/15). (15-2087)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

18. Department of Children and Family Services - Public Transit Passes and Tokens Review (5/8/15)(Continued from the meeting of 5/21/15). (15-2289)

**On motion of Dorinne Jordan, seconded by James Blunt, this item was continued to the next meeting.**

Attachments: [SUPPORTING DOCUMENT](#)

#### **V. REPORTS**

19. Proposition A Contract - Department of Health Services On-Site Document Scanning Services with Caban Resources, LLC (Board Agenda May 19, 2015, Item 19) (5/14/15). (15-2526)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

20. AIDS Service Center - A Department of Public Health Division of HIV and STD Programs Provider - Contract Compliance Review (5/15/15). (15-2527)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

21. Living Advantage, Inc. - A Community and Senior Services' Los Angeles County Youth Jobs Program Contract Service Provider - Contract Compliance Review - Fiscal Years 2013-14 and 2014-15 (5/15/15). (15-2529)

**On motion of Dorinne Jordan, seconded by James Blunt, this item was continued to the next meeting.**

Attachments: [SUPPORTING DOCUMENT](#)

22. Quarterly Report on Impact of Health Care Reform on County Cash Flows (Board Agenda item 36-A, June 25, 2013) (5/18/15). (15-2530)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

23. Alma Family Services - A Department of Mental Health and Department of Children and Family Services Provider - Contract Compliance Review (5/26/15). (15-2499)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

24. Treasurer and Tax Collector - Trust Fund Review (5/26/15). (15-2500)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

25. Jewish Family Service of Los Angeles - A Department of Mental Health Service Provider -Program Review (5/26/15). (15-2501)

**On motion of Dorinne Jordan, seconded by James Blunt, this item was continued to the next meeting.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

26. Phoenix House of Los Angeles - A Department of Mental Health Service Provider - Program Review (5/26/15). (15-2503)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

27. Project New Hope - A Department of Public Health Division of HIV and STD Programs Provider - Contract Compliance Review (5/26/15). (15-2504)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

28. Fiscal Year 2014-15 Third Quarter Report on Audit-Related Funding Transferred from General Fund Departments (5/28/15). (15-2596)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

29. Probation Department - Contracting Review (5/29/15). (15-2597)

**On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.**

Attachments: [SUPPORTING DOCUMENT](#)

30. L.A. Care Health Plan Financial Condition Follow-Up Review (Board Agenda March 17, 2015, Item 37) (6/3/15). (15-2688)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

31. Status Report - Extension Request for the Review of Transactions Between Los Angeles County and Palantir Technologies, Inc. (Board Agenda Item 7, April 14, 2015) (6/4/15). (15-2708)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

32. Five Acres The Boys' and Girls' Aid Society of Los Angeles County - A Department of Mental Health and Department of Children and Family Services Provider - Contract Compliance Review (6/4/15) (15-2719)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

33. Insight Health Corp. - A Department of Health Services Magnetic Resonance Imaging Services Contract Service Provider - Contract Compliance Review (6/4/15). (15-2712)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)



34. Violence Intervention Program Community Mental Health Center, Inc. - A Department of Mental Health Service Provider - Fiscal Compliance Review (6/8/15). (15-2771)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

Attachments:    [SUPPORTING DOCUMENT](#)

35. Contractor Alert Reporting Database Status Report - June 2015 (6/10/15). (15-2819)

**Aggie Alonso, Auditor-Controller (A-C) provided status on Contractor Alert Reporting Database (CARD). Since the last report, A-C recommended Living Advantage for CARD. There were significant questioned costs, issues with the accounting records, no general ledger and there were no segregation of duties. The decision for this vendor to be placed on CARD is impending with Community and Senior Services.**

**On motion of Lori Glasgow, seconded by James Blunt, this item was received and filed.**

Attachments:    [SUPPORTING DOCUMENT](#)

36. Fiscal Year 2014-2015 Cash Flow Projection (6/12/15). (15-2876)

**On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.**

Attachments:    [SUPPORTING DOCUMENT](#)

## **VI. DISCUSSION AND ACTION ITEMS**

37. Discuss and take appropriate action on the Committee's role in regards to informing the Board of high profile audits (Continued from the meetings of 4/16/15 and 5/21/15). (15-1623)

**On motion of Dorinne Jordan, seconded by James Blunt, this item was continued to the next meeting to allow John Naimo, Auditor-Controller to be present for the discussion.**

38. CSS Monitoring Update. (15-2794)

**Adrian Romero, Community and Senior Services (CSS), provided an update of resolved and unresolved audit findings. Mr. Romero reported that CSS**

has substantiated findings for LA Works with the help of the Auditor-Controller (A-C). CSS will send a letter to LA Works noting that A-C has validated the findings and will work with the Treasurer and Tax Collector (TTC) in moving forward for collection.

Melissa Tarvar, CSS, reported audit findings on Urban League; CSS met with TTC staff and there was an agreement that Urban League can pay vendors the unsubstantiated cost of the audit in question.

In response to Lori Glasgow's questions, Ms. Tarvar confirmed that LA Works is a Joint Powers of Agreement and still do exist and that the County can collect against the Board of Directors.

Ms. Tarvar also reported other matters relating to LA Works, the University of Mexico, CSS has funds in a Trust and LA Works was hoping to use this fund to pay down the outstanding debt. CSS will work with County Counsel to see if this is possible. The audit for 2013-2014 has not been issued, LA Works requested to exclude the issue of the outstanding debt from the audit report however, since this issue has yet to be resolved; it must be listed in the report.

Kieu-Anh King asked if there are any findings with legal or fiscal culpability; Ms. Tarvar confirmed that the District Attorney will look into the matter.

Attachments:    [SUPPORTING DOCUMENT](#)

**39. DMH Monitoring Update. (15-2796)**

On motion of Dorinne Jordan, seconded by James Blunt, this item was continued to the next meeting to allow Department of Mental Health to be present for the discussion.

**40. Pending Audits/Monitoring Reports. (15-2738)**

Arlene Barrera, Auditor-Controller, indicated that the Board of Supervisors received a draft audit plan last week and offered to brief the Audit Committee members. Lori Glasgow recommended briefing the Audit Committee members at their budget meeting. Ms. Glasgow requested that County Counsel send the communication to the all members to review before the briefing at the budget meeting.

Ms. Barrera confirmed with Audit Committee members that all reports relating to the Department of Children and Family Services will be included in both the regular and special meeting agendas unless it is specified otherwise.

**VII. MISCELLANEOUS**

- 41.** Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (15-2670)

**There were no matters presented.**

- 42.** Public Comment. (15-2671)

**No members of the public addressed the Committee.**

- 43.** Adjournment. (15-2672)

**There being no further business to discuss, the meeting adjourned at 11:20 a.m.**